



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

Dear Petitioner:

Attached is a description of the procedures and the required forms relative to a request for rezoning. The Village of Burr Ridge Community Development Department has prepared these documents to allow you to proceed through the Village's public hearing process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the Community Development staff throughout the public hearing process.

If you have any questions regarding your request or regarding the public hearing process, please contact the following Community Development staff during regular Village Hall hours;

Village of Burr Ridge
Monday through Friday
8 A.M. to 5 P.M.

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the process. A copy of the Village's Zoning Ordinance and more information about the Community Development Department is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

Sincerely,

J. Douglas Pollock, AICP
Community Development Director

Attachments



VILLAGE OF BURR RIDGE

PETITION FOR PUBLIC HEARING PLAN COMMISSION/ZONING BOARD OF APPEALS

ADDRESS OF PROPERTY: _____ PIN # _____

GENERAL INFORMATION

PETITIONER: _____
(All correspondence will be directed to the Petitioner)

PETITIONER'S ADDRESS: _____ PHONE: _____

EMAIL: _____

FAX: _____

PROPERTY OWNER: _____ STATUS OF PETITIONER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPERTY INFORMATION

SITE AREA: _____ EXISTING ZONING: _____

EXISTING USE/IMPROVEMENTS: _____

SUBDIVISION: _____

A CURRENT PLAT OF SURVEY WITH LEGAL DESCRIPTION MUST BE ATTACHED

DESCRIPTION OF REQUEST

PLEASE INDICATE THE TYPE OF PUBLIC HEARING REQUESTED AND PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED SPECIAL USE, REZONING, TEXT AMENDMENT, OR VARIATION(S) INCLUDING A REFERENCE TO THE APPROPRIATE ORDINANCE SECTION(S) AND REGULATION(S):

_____ Special Use _____ Rezoning _____ Text Amendment _____ Variation(s)

Please Provide Written Description of Request - Attach Extra Pages If Necessary

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge. I understand the information contained in this petition will be used in preparation of a legal notice for public hearing. I acknowledge that I will be held responsible for any costs made necessary by an error in this petition.

Petitioner's Signature _____

Date Petition is Filed _____



VILLAGE OF BURR RIDGE PLAN COMMISSION AND ZONING BOARD OF APPEALS

Checklist for a Special Use Request

All petitions must be accompanied by the documents listed below unless otherwise indicated by the Village Staff. Petitions that do not provide all of the required documents will be considered incomplete and will not be scheduled for a public hearing.

- ___ Completed Petition for Public Hearing; typewritten or printed
- ___ Public Hearing and Sign Fee of \$650
- ___ Mailing labels with the names and addresses of owners and Permanent Index Numbers of all properties within 750 feet of the subject property
- ___ Proof of Ownership; and authorization to represent owner if the petitioner is not the property owner
- ___ Detailed description of special use; for example, a business plan that describes the hours of operation, number of customers and employees, products and services provided, and related information that may be informative relative to the special use request.
- ___ 25 sets of plans not to exceed 11" x 17" and including:
 - ___ Plat of Survey; showing all existing buildings, structures, easements, etc. and with a legal description of the property
 - ___ Site Plan, if construction of buildings or structures is proposed. Site plan must be drawn to scale and show all existing and **proposed** site improvements. Not required if there is no new construction.
 - ___ Landscape Plan; if landscape screening or other landscaping is a part of the requested special use.
 - ___ Building Elevations, if new construction of building or building additions are proposed; scale drawings or renderings of proposed buildings and structures
- ___ Findings of Fact; Petitioners written response to each of the findings
- ___ Public Notice Sign Consent Form; authorization from the property owner to install public notice sign on the property
- ___ Additional documents and information as determined appropriate by the Community Development Department

ALL REQUIRED PLANS AND EXHIBITS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE PUBLIC HEARING. SUBMITTAL OF REVISED PLANS OR DOCUMENTS AT THE PUBLIC HEARING MAY RESULT IN A CONTINUANCE TO A LATER DATE. PLEASE COORDINATE WITH VILLAGE STAFF RELATIVE TO ANY CHANGES TO THE PLANS.



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Outline of Public Hearing Process

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| 1. Pre-Application Review | Prior to submittal of Petition for Public Hearing, petitioner must review request with Village staff. |
| 2. Submittal of Petition for Public Hearing | At least 21 days prior to the scheduled hearing (Monday at 5 pm). |
| 3. Public Hearing Notices | Required by law at least 15 days prior to the public hearing. Provided by Village staff. |
| 4. Staff Summary and Report | Friday before the public hearing (emailed or faxed to petitioner). |
| 5. Plan Commission Public Hearing and Recommendation | The 1 st or 3 rd Monday at the Village Hall, 7:30 pm. |
| 6. Recommendation Letter to the Board of Trustees | Friday before the Village Board meeting; prepared by staff. |
| 7. Board of Trustees Meeting and Consideration | 2 nd or 4 th Monday; one week after Plan Commission hearing; Village Hall at 7 pm. |
| 8. Board of Trustees Final Action (Adoption of Ordinance). | 2 nd or 4 th Monday; two weeks after first Board meeting; Village Hall at 7 pm. |

The Plan Commission/Zoning Board of Appeals and the Board of Trustees reserve the authority to continue a public hearing or the consideration of a petition to a subsequent meeting for submittal of additional information or for further discussion. A continuation will delay the public hearing process but will not alter the steps outlined above.

MINIMUM PROCESSING TIME: 7 WEEKS (49 DAYS)



Section XII.K.7 of the Village of Burr Ridge Zoning Ordinance requires that the Plan Commission determine compliance with the following findings. In order for a special use to be approved, the petitioner must respond to and confirm each and every one of the following findings by indicating the facts supporting such findings.

- a. The use meets a public necessity or otherwise provides a service or opportunity that is not otherwise available within the Village and is of benefit to the Village and its residents.
- b. The establishment, maintenance, or operation of the special use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.
- c. The special use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which it is to be located.
- d. The establishment of the special use will not impeded the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

e. Adequate utilities, access roads, drainage and/ or necessary facilities have been or will be provided.

f. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

g. The proposed special use is not contrary to the objectives of the Official Comprehensive Plan of the Village of Burr Ridge as amended.

h. The special use shall, in other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission or, if applicable, the Zoning Board of Appeals.

(Please transcribe or attach additional pages as necessary)



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Consent to Install Public Notice Sign

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Burr Ridge Plan Commission or Zoning Board of Appeals, hereby consents to allow the Village of Burr Ridge to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Burr Ridge subsequent to a final dispensation of petition request.

Street Address of Subject Property:

Property Owner or Petitioner:

(Print Name)

(Signature)
